

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS 038

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Emergency Medical Services Division	3. CLASS TITLE Associate Health Program Adviser
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-900-8337-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Health Program Manager (HPM-I and the over all direction of the HPM-II (Asst. Div. Chief), the incumbent serves as the Basic Life Support (BLS) Coordinator. This position requires a highly skilled, technical program consultant who coordinates broad emergency medical services (EMS) policy in consultation with multiple departments and agencies. The position requires specific knowledge of EMS, training, scope of practice, and certification issues and is responsible for the following duties:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
35%	<p>ESSENTIAL FUNCTIONS</p> <p>The BLS Coordinator provides professional consultation and technical assistance to local EMS agencies (LEMSAs), public and private EMS providers, public safety agencies, various training programs, other State departments (including the California Highway Patrol, Office of State Fire Marshal, the Department of Parks and Recreation, and the California National Guard) and various committees regarding interpretation and application of the Health and Safety Code and the California Code of Regulations, Title 22. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, the State Administrative Manual, using Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access) and other technological and non-technological work tools.</p> <p>In order to provide technical assistance to the public, EMS providers, EMS training programs, LEMSAs, and national organizations, while using current statutes, regulations, the internet, US mail, email, telephone, and fax, the incumbent:</p> <ul style="list-style-type: none"> • Provides information regarding EMT-I and EMT-II certification, recertification, and interstate certification reciprocity issues. • Provides information to organizations seeking approval of EMT-I and EMT-II training programs. <ul style="list-style-type: none"> ○ Reviews certification test results from the National Registry of EMTs to determine trends regarding EMT-I training. • Provides information to individuals regarding automated external defibrillator, public safety personnel first aid and CPR and EMT-I and EMT-II training requirements. • Provides information regarding implementation of layperson automated external defibrillator programs. • Provides information regarding Do Not Resuscitate policies and procedures.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
	<p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to work well as part of a team and independently as necessary. • Ability to build good working relationships with constituents. <p>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> • Requires appropriate dress for the office environment. • Requires ability to effectively handle stress and deadlines in a fast-paced work environment. • Excellent written and verbal communication skills. • Ability and willingness to occasionally travel throughout California as required for successful job performance which may require the use of various transportation modes, i.e. airplane, taxi, car, etc. • Ability to work overtime as required for successful job performance. • Effectively operate a computer using the following software programs: Microsoft Word, Excel, PowerPoint and Outlook. • Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government. 	
11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Sean Trask	SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p>		

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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